



CITY OF CAMBRIDGE

MASSACHUSETTS

BUDGET AND PERSONNEL DEPARTMENT

876-6800

DONALD P. HAWKES

Director

AUGUST 16, 1976

To: PAYROLL CLERKS
From: DONALD P. HAWKES, Director Budget-Personnel
Subject: PERSONNEL COMMITTEE VOTING LIST

DPH

In order to conduct an election for the Personnel Committee as directed by the City Council vote of June 21, 1976, I need your assistance in establishing a list of eligible voters in your department. Enclosed is a time sheet printout for employees currently appearing on your payroll (as of 8/11/76). Please place a clearly defineable X (using ink or marking pen) to the left of the name of each employee who is eligible to vote under the following criteria:

Individuals occupying city funded positions as identified in the Position List found on pages II-6 through II-15 of the 1976-1977 budget book, with these specific exemptions:

- Department Heads
- All C.E.T.A. employees
- All union employees (those covered by or negotiating for, collective bargaining agreements, whether or not an individual is a union member).

In those cases where an eligible employee has been terminated, but his/her name still appears on the time sheet, place the X as described above, and draw a line through the name indicating a vacancy.

Please sign your name and classification to each sheet and return them to the Personnel Dept. no later than 5:00 P.M., Thursday, August 19.

If you have questions or problems please call either Joe Daly or Ray Clark at City Hall, Ext. 381-383.



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To James L. Sullivan

Date September 20, 1976

From D. P. Hawkes *DPH*

Reference

Subject Personnel Committee Status

Following the Council order passed at the end of June, I met on several occasions with the ad hoc committee designated by the Council for the purpose of conducting the election.

A memo (copy attached) was sent to all departments in mid-July establishing July 30 as the deadline for filing nomination papers.

A subsequent memo dated August 16 (copy attached) called for each department to provide us with a list of those eligible to vote under the Council's guidelines by August 19. Upon receipt, these were checked with members of the ad hoc committee.

At that point in time (August 23) your office received and forwarded to me a copy of a Labor Relations Commission notice of a conference to be held on August 26 on a petition for a new union to be comprised of

"All clericals and technicians employed by the City of Cambridge in its City Hall, City Hall Annex, Hospital, Infirmary and Police, including Principal Clerks, Senior Clerks, Head Clerks, Ward Clerks, Clerk-Typists (Junior and Senior) Clerical Aides, Accountants (Junior and Principal), Clerk-Stenographers (Junior and Senior) Planners, Recreation Supervisors, Recreation Leaders, Administrative Assistants, Telephone and Switchboard Operators, Cashiers, Veteran's Agents and Investigators, Secretaries, X-Ray Technicians (Registered and Staff), Head Technicians, Respiratory Technicians and Therapists.

This conference was twice postponed in an attempt to agree between the City and Local 195 upon the proper unit definition. The Hearing was finally held on Friday, Sept. 17, and an agreement for consent election to be held on October 20, was signed at that time (copy attached). As you can see, clarification of those classifications properly included expanded the list from the original petition.

I had a telephone conversation with Councillor Graham relative to the committee status several weeks ago (after receipt of the union hearing notice). It was her suggestion at that time that it did not seem to make much sense to elect a committee which would include members who, by definition of the Council Order, would be ineligible for membership if the clerical-technical union were voted in. In a subsequent discussion a member of the ad hoc committee, Diane Reilly, voiced the same concern. (Council Order stipulated that "... membership on the Personnel Committee would be limited to non-union employees in the various departments: ...") I also indicated this concern to Bob Healy noting that further action relating to the committee election would be contingent upon results of the union determination.

Enclosures
cc: file



CITY OF CAMBRIDGE

INTEROFFICE CORRESPONDENCE

To All City Departments Date July 16, 1976

From Donald P. Hawkes, Director Budget-Personnel Department Reference

Subject ELECTION FOR PERSONNEL COMMITTEE

Pursuant to City Council action on June 21, 1976, meetings have been held to establish procedures for the election of a Personnel Committee. This Committee will consist of seven elected and three appointed members (from Budget-Personnel Dept.), all of whom must be non-union full time employees. The Committee will serve in an advisory capacity in the following areas: reclassification of positions, training programs, working conditions and general personnel procedures.

Employees wishing to have their names appear on the ballot must obtain at least 15 signatures of full time non-union employees on nomination papers which are available in the Budget-Personnel office. Completed forms must be returned to this office no later than 5 p.m., Friday, July 30, 1976. A date for the election will be established as soon as possible thereafter. The highest vote-getter in each building will be elected in the case of the first five elected members; the highest vote-getter in the categories of a) black and b) foreign speaking minorities will constitute the other two elected members.

There will also be established an Advisory Committee to the Personnel Committee. Employees wishing to be members of the Advisory Committee should indicate on forms also available in the Budget-Personnel Dept. These must also be returned no later than 5 p.m., Friday July 30, 1976.

If you have any questions concerning election of the Personnel Committee please contact one of the members of the ad hoc election committee, who are as follows: Donald P. Hawkes, Budget-Personnel Dept.; Diane Reilly, Retirement Office; Dolores Bulkowski, Recreation Dept.; and Barbara Duffy, Purchasing Department.

cc: Councillor Barbara Ackermann

COMMONWEALTH OF MASSACHUSETTS
BEFORE THE LABOR RELATIONS COMMISSION

In the matter of

City of Cambridge

and

*Local 195, Independent Public
Employees Association*

Case No. *MCL 2430*

Date Filed: *7/28/76*

AGREEMENT FOR CONSENT ELECTION

UNDER

Section 5 (c) of Chapter 150A of the General Laws, as Amended

Section 4 of Chapter 150E of the General Laws as Amended

That the Employee Organization (s) *Local 195,*

Independent Public Employees Association

and the Employer

City of Cambridge
(City, Town, County, District, or Company)

agree to waive a hearing and to have the STATE LABOR RELATIONS COMMISSION conduct an election in accordance with General Laws Chapter 150A, Section 5 (c) as amended, or General Laws Chapter 150E, Section 4 as amended, and the Rules and Regulations of the COMMISSION, by secret ballot to determine whether or not a majority of the employees in the bargaining unit

described as follows:

All regular full time and permanent part time clerical and technical employees who are regularly scheduled to work 20 or more hours per week including: administrative assistant, administrative aide, senior clerk stenographer, senior clerk typist, senior clerk, clerk stenographer, clerk typist, clerk, head clerk, junior clerk typist, junior clerk stenographer, principal clerk, principal clerk typist, principal accountant, systems accountant, senior accountant, junior accountant, cashier, junior clerk cashier, senior account clerk, account clerk, retirement board analyst, head telephone operator, telephone operator, switchboard operator, veterans benefits investigator, ward clerk, clerical aide, community health aide, community health worker, unit coordinator, utilization review coordinator, receptionist, medical receptionist, executive secretary, audio-visual technician, orthopedic technician, dark room technician, cardiac catheterization technician, anesthesia technician, EKG technician, EEG technician, inhalation therapist, head x-ray technician, special procedure x-ray technician, principal x-ray technician, x-ray technician, respiratory technician and junior respiratory technician, excluding all employees in the City Council Office, Mayor's Office, the Executive Department including the Finance Administration Department, the Personnel Department and all confidential employees, supervisory employees, managerial employees, ~~and~~ *professional* casual employees.

AGREEMENT FOR CONSENT ELECTION

Case No.

Page No. 2 of 2 Pages

desire to be represented by Local 195, Independent Public
(Name of Union or Employee Organization)

Employees Association
or by None
(Name of other Union or Employee Organization)

for purposes of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment; or desire to be represented by no union or employee organization.

The parties agree that the election will be conducted by the STATE LABOR RELATIONS COMMISSION for employees in the bargaining unit on the payroll of the Employer for the week ending September 17, 1976
(Date)

Day of Election: Wednesday Month, Date, Year: October 20, 1976

Hours: 11:30 AM - 4 PM

Location: Cambridge Hospital + Cambridge City Hall

In order to assure that all eligible voters will have the opportunity to be informed of the issues in the exercise of their statutory right to vote, it is agreed that all employee organizations which participate in this election should have access to a list of voters and their addresses which may be used to communicate with them.

Accordingly, IT IS HEREBY FURTHER AGREED that two (2) copies of an election eligibility list, containing the names and addresses of all eligible voters must be filed by the Employer with the Executive Secretary of the Commission, Leverett Saltonstall Building, 100 Cambridge Street, Room 1604, Boston, Massachusetts, 02202, no later than fourteen (14) days from the date of the Decision.

The Executive Secretary shall make the list available to all parties to the election.

Date Approved: Sept. 17, 1976 Donald P. Hawkes
EMPLOYER
Director, Budget - Personnel

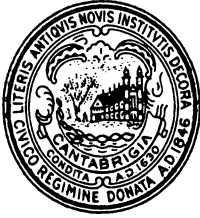
Michael H. Embury
EMPLOYEE ORGANIZATION
Attorney for Local 195
IEA

Madeline H. Piccoli
COMMISSIONER

EMPLOYEE ORGANIZATION

RECEIVED
OFFICE OF THE
STATE MANAGER
SEP 20 4 51 PM '76
RECEIVED

Followed to file. Counted at Cambridge
11:30 in vicinity of City Hall.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

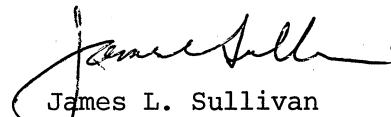
September 27, 1976

To the Honorable, the City Council:

Enclosed per your request is an update on personnel committee status.

The major delay has resulted from a petition for a new union to be comprised of the majority of the occupations that were to be included in the personnel committee. Since the intent of the Committee was to deal with personnel problems of non-union employees, it would now be negligible if union status is voted on October 20, 1976.

Very truly yours,


James L. Sullivan
City Manager

JLS/b

Agenda #2

5-436

Update on personnel committee status.

In City Council,

Sept. 27, 1976

9/27/76

Placed on File -

Detailed Report

Requested from

The City Manager

Rep. by Bill Brown

Heard in Chamber